

TRANSLATION SERVICES

SUMMARY

Translation of documents into Spanish and/or Creole for public information purposes is available through Communications (COM).

PROCEDURE

Departments must submit translation/interpretation requests through our online request form using QuickBase located at

<https://miamidadegov.quickbase.com/db/bjct88s8x?a=nwr&nexturl=%2Fdb%2Fbjct88s44%3Fa%3Dshowpage%26pageid%3D59>

Upon submitting your request, a number is assigned to your request, thereby making it traceable from initial submission to delivery and completion.

The following information is required in order to complete the translation/interpretation request:

1. Contact information – name, phone, email, department
2. Full description of the translation/interpretation job you are requesting
3. For Function, select Translation; a task for each language MUST be completed.
4. Valid departmental index/budget code for billing (if applicable)
5. Ad document and/or copy/information to be translated (in Word)
6. Due date. A minimum of one-week lead time is recommended for in-house and/or outside contractor translations, depending on the length (pages, words) of the original document. Please make sure you provide enough time for lengthy translations.
7. For interpretations: date, time, location, and type of event

For more information, including rates to use outside contractors, please submit an email to frank.quemes@miamidade.gov

CONTACT(S):

Department/Division

Communications/Creative and Branding Services